



**UNIVERSITY OF THE PHILIPPINES  
LOS BANOS**  
Los Banos, IV-A  
VAT Reg. TIN: **000-864-006-00004**  
**Request for Quotation/ Bid Form (Technical Specifications)**  
**UPLB - SESAM**

**UPLB BAC SECRETARIA**  
BY:                      DATE: 17-02-25  
**FEB 21 2025** *10am*  
**UPLB-RQ-02-085-25-RES**  
**DEADLINE OF SUBMISSION**

**UPLB-RQ-**  
**UPLB-SESAM**

**DEADLINE OF SUBMISSION:**                     

Suppliers Name: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date **12/18/2024**  
Fund Code: **N9B4691**  
MOP: **Shopping (Sec.52.1b)**  
Contact No: **dbpantua@up.edu.ph**  
Contact Person **DENICE JANELLE B. PANTUA**

*PA 2024-12-01604*

**Please quote your lowest price on the item/s listed below, subject to the General Conditions below.**

Note:

1. Bidders shall provide correct and accurate information required in this form. All entries must be typewritten or in print and properly accomplished. Do not leave blank entries, put N/A for not applicable.
2. Price quotation/s to be denominated in Philippine Peso shall include all taxes, duties, and/ or levies payable.
3. Bidders must indicate the BRAND and MODEL NUMBER for equipment and its accessories or peripherals. Evidence shall be in the form of manufacturer's un-amended sale literature, unconditional statement of specification and compliance issued by the manufacturer and sample.
4. Quotation through fax/email is acceptable. Winning bidder shall submit original signed RQ before issuance of Purchase order (P.O.).
5. Quotations exceeding the Approved Budget for Contract shall be rejected.
6. Documentary requirements per Memorandum No. 03 Series of 2017 shall be attached upon submission of the quotation
7. Others: \_\_\_\_\_

ITEM No.	GENERAL NAME OF THE ITEM	REQUIRED SPECIFICATIONS	UNIT OF MEASURE	QTY	ESTIMATED UNIT APPROVED BUDGET OF THE CONTRACT	ESTIMATED TOTAL APPROVED BUDGET OF THE CONTRACT	OFFERED SPECIFICATION <small>Suppliers must state here the detailed technical specifications of their offer against each of the individual parameters of each requirement.</small>	QUOTED UNIT PRICE	TOTAL QUOTED PRICE	EVALUATION (Leave this space blank. For BAC/Evaluators only)
1	Office Supplies	Bond Paper A4 80gsm. (5 reams/box)	box	15	1,255.00	18,825.00				
2	Office Supplies	Bond Paper Legal 80gsm. (5 reams/box)	box	1	1,400.00	1,400.00				
3	Office Supplies	Potrait Clipboard (Legal)	pc	15	150.00	2,250.00				
4	Office Supplies	Landscape Clipboard (Legal)	pc	5	150.00	750.00				
5	Office Supplies	Clipboard folder (1.6mm Thick Cover A4 Clipboard Folder, Foldable Clipboards, A4 Clipboards Clip)	pc	5	200.00	1,000.00				
6	Office Supplies	Highlighter Pen (Assorted colors) (6 pcs./set)	set	5	100.00	500.00				
7	Office Supplies	Blueprint tube case, small	pc	2	250.00	500.00				
8	Office Supplies	Blueprint tube case, large	pc	2	500.00	1,000.00				
9	Office Supplies	Masking Tape (3/4)	pc	10	60.00	600.00				
10	Office Supplies	Packaging Tape 36mm	pc	6	100.00	600.00				
11	Office Supplies	Duct Tape 48mm	pc	6	100.00	600.00				
12	Office Supplies	Cellulose Tape (3/4")	pc	10	60.00	600.00				
13	Office Supplies	Double Sided Tape (3/4")	pc	12	50.00	600.00				
14	Office Supplies	Self-Adhesive flags, signature marker sticker, multicolored	pc	30	100.00	3,000.00				
15	Office Supplies	Sticky notes (75*75mm) (12 colors/600 sheets)	pc	5	100.00	500.00				
16	Office Supplies	Sticky notes (50*15mm) (5 colors/500 sheets)	pc	10	50.00	500.00				
17	Office Supplies	All Purpose Glue, 240g.	btl	5	150.00	750.00				
18	Office Supplies	Glue gun, 155*175mm	pc	1	400.00	400.00				
19	Office Supplies	Glue gun, 133*115mm	pc	2	200.00	400.00				
20	Office Supplies	Glue Stick, 7mm	pc	26	10.00	260.00				
21	Office Supplies	Glue Stick, 11mm	pc	12	20.00	240.00				

22	Office Supplies	Stamp pad inks (Color: blue)	btl	15	100.00	1,500.00			
23	Office Supplies	Scissors	pc	15	100.00	1,500.00			
24	Office Supplies	Certificate Holder, A4	pc	140	50.00	7,000.00			
25	Office Supplies	Certificate Paper A4 85 gsm. (25 sheets/pack)	pck	8	600.00	4,800.00			
26	Office Supplies	Sticker paper A4 85 gsm. (100 sheet /pack)	pck	7	200.00	1,400.00			
27	Office Supplies	Waterproof Sticker Paper A4 (20 sheet/pack)	pck	12	250.00	3,000.00			
28	Office Supplies	Flexible Plastic Ruler 12" Material: Plastic	pc	50	20.00	1,000.00			
29	Office Supplies	Protractor Standard size: 12cm Material: Plastic	pc	50	20.00	1,000.00			
30	Office Supplies	Manila Papers (size: 90cm x 120cm)	pc	100	10.00	1,000.00			
31	Office Supplies	Record books 500 leaves	pc	13	150.00	1,950.00			
32	Office Supplies	Correction Tape (5mm*12m)	pc	10	50.00	500.00			
33	Office Supplies	AA Rechargeable Batteries (4pcs/pack) with Charger	pck	7	900.00	6,300.00			
34	Office Supplies	Extension cord with voltage surge protector 1 Switch Breaker 6 Outlets 1.75 meters	pc	3	750.00	2,250.00			
35	Office Supplies	AAA Rechargeable Batteries (4pcs/pack) with charger	pck	5	900.00	4,500.00			
36	Office Supplies	9V Rechargeable Batteries	pck	10	400.00	4,000.00			
<b>*FOR LOT AWARD</b>						<b>76,975.00</b>			
							<b>TOTAL QUOTED AMOUNT IN WORDS:</b>		

Reviewed and Checked By: ANDREW P. LICARDO  
BAC TWG

Please quote at your government price (including VAT) and state that the time within which you can make delivery. It will be appreciated if we can have your quotation in the office as soon as possible on or before the deadline stated herein.

DECIBEL F. ESLAVA  
BUYER/ END-USER

**TERMS AND CONDITIONS:**

- Price quotation/s shall be valid for a period of at least (30) calendar days from the date of submission.
- In order to assure that manufacturing defects shall be corrected by supplier, a warranty security shall be required from the contract awardee for a minimum period of **three (3) months**, in the case of EXPENDABLE SUPPLIES, or a **minimum of one (1) year warranty and two (2) to three (3) years extended warranty (if applicable)** in the case of NON-EXPENDABLE SUPPLIES after acceptance by End-user of the delivered supplies.
- Delivery period within 14 calendar days.
- Award of contract shall be made to the lowest quotation which complies with the technical specifications, and other terms and condition stated herein
- UPLB reserves the right to reject any or all offers as may be considered most advantageous to the University.
- Any interlineations, erasure, or overwriting shall be valid only if they are signed or initiated by you or any of your duly authorized representative/s.

**Requirements for Suppliers (GPPB Resolution No. 21-2017)**

REQUIREMENTS	Shopping (Section 52)	Negotiated Procurement- Small Value Procurement (Section 53.9)	Negotiated Procurement- Lease of Real Property or Venue (Section 53.10)	Negotiated Procurement- Scientific, Scholarly or Artistic Work, Exclusive Technology and Media Services (Section 53.5)	Negotiated Procurement- Emergency (Section 53.2)
1 Mayor's/Business Permit	/	/	/	/	/
2 PhilGEPS Registration Number	/	/	/	/	/
3 Professional license/ CV (consulting services)		/		/	
4 PCAB License (for Infrastructure)		/			
5 Income / Business tax returns (except for government agencies as lessor)		FOR ABC'S ABOVE 500K	/	/	FOR ABC'S ABOVE 500K
6 Omnibus Swom Statement		FOR ABC'S ABOVE 50K			FOR ABC'S ABOVE 500K
7 NFCC for Infrastructure with ABC above Ph500k		/			FOR ABC'S ABOVE 50K

After having carefully read and accepted your General Conditions, I/We quote you on the Item at prices noted above.

Name of the Company: \_\_\_\_\_

Address: \_\_\_\_\_

Tel. No. : \_\_\_\_\_

Fax No. : \_\_\_\_\_

Signature over Printed Name of Representative: \_\_\_\_\_

Email Address: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_